



## DC STARS Training Calendar

### *Training sessions and workshops*

#### **DC STARS Overview**

***DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.***

***Required to receive a DC STARS user login (except teachers)***

**Description** An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

**Targeted Audience** All DC STARS users

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

#### **Student Information Manager**

**Description** Presents details of admitting, withdrawing and registering students.

**Targeted Audience** Registrars and Data Entry Personnel

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM sessions 1 PM to 4 PM

#### **DC STARS Open Workshop**

**Description** Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

***You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.***

**Target Audience** All DC STARS users

**Location** 825 in the 5th Floor Computer Lab

**Time** 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

**Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.**



## DC STARS Training Calendar

### **Point-of-Contact Elementary Report Card (ERC)**

**Description** Personnel responsible for training/assisting teachers with elementary standards based mark entry are taught how to record marks for a class, for an individual student and how to print report cards. These designees are responsible for training/assisting teachers with elementary standards based mark entry. **Only offered to schools that signed up for the Elementary Report Card Pilot Program for 3<sup>rd</sup> term.** Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.

**Targeted Audience** POC designated by school principal.

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM

### **Pre-Scheduling Work Session**

**Description** This work session will guide the school master scheduler through the activities that must be completed for creating the school master schedule for SY 2009/10. Pre-Scheduling / Scheduling Planning documents must be completed by each school principal reviewed and signed-off by the Director of Scheduling, Jerome DeMarchi, before the beginning of your school's Pre-Scheduling Work Session.

**Targeted Audience** School Master Scheduler and data entry.

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

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**STARS**  
Student Tracking and Reporting System

## DC STARS Training Calendar

DC STARS Training Calendar March 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	3/2	3/3	3/4	3/5	3/6
825 5th floor		Open Workshop Call 724-2252 for Reservations	STARS Overview AM		Open Workshop Call 724-2252 for Reservations
All Days	3/9	3/10	3/11	3/12	3/13
825 5th floor		Student Info Manager AM	Open Workshop Call 724-2252 for Reservations		
All Days	3/16	3/17	3/18	3/19	3/20
825 5th floor	Pre-Scheduling Work Session M1	POC ERC Training AM	Pre-Scheduling Work Session C2	Pre-Scheduling Work Session C1	Open Workshop Call 724-2252 for Reservations
	Pre-Scheduling Work Session M2		Pre-Scheduling Work Session C3		
All Days	3/23	3/24	3/25	3/26	3/27
825 5th floor	Open Workshop Call 724-2252 for Reservations			Open Workshop Call 724-2252 for Reservations	
	Spring Vacation	Spring Vacation	Spring Vacation	Spring Vacation	Spring Vacation
All Days	3/30	3/31			

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Version Date: 03/05/09



## Pre-Scheduling Training Sessions

Feb 19 <sup>th</sup> –10AM-12PM	Feb 19 <sup>th</sup> – 2PM- 4PM	Feb 20 <sup>th</sup> -10AM-12PM	Mar 16 <sup>th</sup> - 9AM-12PM	Mar 16 <sup>th</sup> –1PM-4PM	Mar 18 <sup>th</sup> –9AM-12PM
S1	S2	S3	M1	M2	C2
Anacostia	Ballou	Banneker	Ronald Brown	Eliot	Browne
McKinley	Cardozo	Choice Secondary	Deal	Hardy	Francis
Spingarn	Columbia Heights	Coolidge	Jefferson	Hart	LaSalle
Wilson	Dunbar/Pre-Eng	Ellington	Johnson	Kelly Miller	Marshall
Woodson Academy	Eastern	Luke C Moore	MacFarland	Kramer	Oyster/Adams
Woodson/BFI	Young America Works	Roosevelt	Sousa	Shaw	Sharpe-Health
Options	Youth Engagement	School w/Walls	Stuart-Hobson		Takoma
		Transition Academy			Walker-Jones
					Webb
					West
					Winston



**STARS**  
Student Tracking and Reporting System

## Pre-Scheduling Training Sessions

Mar 18 <sup>th</sup> – 1PM-4PM	Mar 19 <sup>th</sup> –9AM- 12PM				
C3	C1				
Brightwood	BSTAY				
Brookland	DC Detention				
Burroughs	RSTAY				
Emery	SSTAY				
Langdon	Youth Sevices Center				
Noyes	Twilight Academy				
Powell					
Shaed					
Truesdell					
Whittier					



## Training Registration Form

### Instructions:

1. Fill in the information requested. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.  
Fax #: [202-442-5728](tel:202-442-5728)

### Training Participant:

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 School Name: \_\_\_\_\_ School Code: \_\_\_\_\_  
 DCPS Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Position at School: \_\_\_\_\_

I am a new user and will need a DC STARS login ID. Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, contact the DC STARS Help Desk at [202-442-5725](tel:202-442-5725) to request **DC STARS Overview** training.)

### Class Requests:

*The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.*

Course Name			First Choice		Second Choice		Third Choice	
<i>Example:</i> <i>DC STARS Overview</i>	Date	AM/PM	<i>4/07</i>	<i>AM</i>	<i>4/07</i>	<i>PM</i>	<i>3/3</i>	<i>AM</i>
		Location		<i>825</i>		<i>825</i>		<i>825</i>
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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